

Management Specifications and Proposal Instructions

1. Instructions

On separate sheets of paper, provide the requested information to describe your firm's ability to implement the Port Security Surveillance System (Project) as specified in this RFP.

2. Project Constraints

2.1 Time constraint

The Project must be completed by 12/15/2012 due to expiration of grant funding.

2.2 Constraint to use City and 3<sup>rd</sup> party's properties

Proposed use of any Seattle Department of Transportation (SDOT) Poles and AC Power source for the installation of wireless access point (mWAP) and antennas must be approved by SDOT. SDOT crews and SDOT bucket truck will be used for the physical field installation and power connections to existing power sources. The Vendor's staff will perform all other work necessary for the full functioning of the system.

Proposed use of any 3<sup>rd</sup> party's property must have the written permission of the owner

3. Project Plan

Vendors must provide a project plan which fully describes how the Vendor intends to manage and implement the Project. This plan must include at a minimum the following components:

- a) System Design Approach
- b) Project Schedule and Progress Payments
- c) Project Organization and Personnel
- d) Vendor's and City's Responsibilities
- e) Coordination with the City Project Team
- f) Relationship with Equipment Supplier and Warrant
- g) Relationship with Subcontractors and Material Suppliers
- h) Permit and License

- i) Delivery and storage
- j) Installation and Testing
- k) Acceptance Procedure and Testing
- l) Documentation
- m) Training
- n) Warranties
- o) Maintenance

The plan should be as comprehensive as possible and should clearly describe how the Vendor intends to provide the City with a fully functional Port Security Surveillance and wireless mesh system meeting as specified in this RFP.

### 3.1 System Design Approach

Given the time constraint, please provide detailed descriptions on the proposed design approach that will enable the provision of a fully functional system as specified and still meet the project deadline of 12/15/2012. Please also be specific on what the City will need to do in the proposed design approach.

During contract negotiations and/or during the term of the Agreement, if the Vendor finds that the specifications can be met and the work completed in a more advantageous way to the City, the Vendor shall notify the Project Director in writing of such finding.

### 3.2 Project Schedule and Progress Payments

Vendors must provide a comprehensive project schedule to cover the period from contract execution through 12/15/12 and must include:

- Comprehensive list of tasks, activities,
- Tasks and activities interdependence
- Milestones
- City approval points
- Progress payment schedule with a minimum of 40% of the total cost to be paid after the City's written acceptance of the Project.

### 3.3 Project Organization and Personnel

Vendors must provide a Project organization chart identifying and showing the relationships between the

Vendor, subcontractors, manufacturers and suppliers.

Key personnel to be assigned to the project by the Vendor and by any subcontractor, manufacturer or supplier should be identified and resumes provided.

Proposals must designate a project manager who will have overall, daily responsibility for the project. This person will be responsible for coordinating with the City project manager. Vendors must also designate a field wireless engineer/technician that will lead the combined City/Vendor field team in the installation of the system.

Proposals must include a resume of the Vendor's project manager and field engineer/technician. The City requires that the Vendor's field engineer/technician be available such that installation in coordination with SDOT (see Section 2.2 above), testing and integration services may be performed by the Vendor seven (7) days per week until December 15, 2012.

The City retains the right to reject proposed project personnel.

### 3.4 Vendor's and City's Responsibilities

Notwithstanding the detailed information contained in this RFP, it is the responsibility of the Vendor to supply a fully functional Port Security Video Surveillance System as specified.

Vendors must state their willingness to accept this responsibility.

The Vendor must submit a list of functions, tasks, facilities or equipment that the Vendor expects the City to perform. This list will be the City's responsibility. Any function, task, facility or equipment that is not included on the list will be the Vendor's responsibility and included in the Basic Price.

### 3.5 Coordination with City's Project Team

The proposal should describe how the Vendor will coordinate with the City's Project Team that consists of:

- Project Director/Manager
- The City's Fiber Program Manager
- Seattle Police Department's representative
- The SDOT Engineer
- The SDOT Crew Chief
- The SDOT/Metro Project coordinator for rapid Ride Program
- Other city departments/outside agencies mesh wireless network user

3.6 Relationship with Equipment supplier and warranty

- For the wireless Access Point and the Camera equipment, please state the relationship with the proposed equipment supplier.
- All equipment proposed to and acquired by the City must be new, of current design and manufacture, be the best of their respective kinds, and meet or exceed applicable standards.
- The proposed mWAP and Camera equipment supplier must state that it has no current plans for announcing a replacement line which would be marketed as replacements for the equipment proposed.
- The proposed mWAP and Camera equipment supplier must warrant support for the proposed equipment line for at least 7 years.

3.7 Relationship with Subcontractors and Material Suppliers

The Vendor shall state all proposed subcontractors and/or material supplier. If the Vendor will not be using subcontractors and/or material suppliers, state so.

3.8 Permit and License

- City will be responsible for permits to use SDOT and SCL poles needed for the Project.
- Any other permits and licenses needed for the Project, except mentioned in this section of the RFP, will be the responsibility of the Vendor. The Vendor shall also be responsible for these permit and license costs.
- Please state the proposal's willingness to take on these responsibilities.

3.9 Delivery and storage

The Vendor shall be responsible for delivery of all equipment, software, supplies and materials, including any loss or damage. The Vendor must state its concurrence with this specification.

The Vendor shall be responsible for storage and staging of all equipment, software, supplies and materials. The Vendor must state its concurrence with this specification.

### 3.10 Installation and Testing

The Vendor must state its concurrence with these specifications.

- Unless otherwise specified, the Vendor must furnish all labor, equipment, materials, wire, cable, conduits, outside plant, transportation, and supplies necessary to complete the Project in a satisfactory manner in accordance with the plans, specifications and terms of this RFP. All installation work shall be performed in coordination with SDOT (see Section 2.2 above), by qualified technicians, and in accordance with applicable standards.
- Any pole mounting hardware must receive prior approval from pole owners.
- Unless otherwise specified, the Vendor must supply, furnish, fabricate or otherwise provide all tools, installation equipment, and test equipment that are required for completing the installation and implementation of the Project.
- Unless otherwise specified, the Vendor must apply for and obtain all necessary permits and approvals from the appropriate City departments and other regulatory agencies. Costs of these permits and approvals must be paid by the Vendor. The Vendor should not assume that City permits are automatic. The Vendor must comply with the procedures governing City permit application processes.
- The Vendor will have access to City facilities in order to carry out the required work. The City shall obtain approvals for initial access to non-City facilities. Access to all facilities must be coordinated with the Project Director/Manager.

- All work and materials must comply with all applicable Federal, State, and local laws, ordinances and regulations. If there is a violation, the Vendor must make corrections at no cost to the City.
- Quality of work and neat appearance is important.
- All major items of equipment installed must be marked with a City "property control number." A list of numbers, and the corresponding equipment type, manufacturer, model number, serial number and location will be required at the "Review" phase of the acceptance procedure. The numbers will be supplied by the City, the Vendor must apply the number (sticker or engraving) as specified by the Project Director.
- The Vendor shall be responsible for replacing or restoring to original condition any damage to floors, ceilings, walls, windows, doors, fixtures, furniture, grounds, pavement, roofs, building exteriors, mechanical and electrical systems, etc., caused by its personnel and operations. Any damage or disfiguration will be restored at the Vendor's expense. The Vendor shall be responsible for all out of service, injury, and damage claims billed by third parties for damage caused by the Vendor.

### 3.11 Acceptance Procedure and Testing

The Vendor must state its concurrence and describe how it will meet this specification.

- When the Network is delivered, installed, operating, and fully tested by the Vendor, the Vendor shall notify the Project Director in writing and request the commencement of the acceptance test. In the notice requesting the acceptance test, the Vendor shall certify to the Project Director that the contract specifications have been fully completed and that the System is ready for acceptance.
- The certification shall include a complete list of the equipment and software installed, and the results of test showing that hardware, software, units, subsystems, and systems meet or exceed the manufacturer's recommended standards.
- The certification shall also state that no mechanics or other liens are of record upon said equipment or software for work done or materials furnished by any person or persons for or on behalf of the Vendor, any

Subcontractor, or their employees, and that no claim or demand exists in favor of any person or persons for work done or materials furnished or supplied in the performance of the contract. This certification must be signed by an authorized officer of the Vendor.

- The certification shall also state that end-to-end contracted applications have been completed with test documentation.

- Review:

The City will start its review within five (5) working days after receipt of the Vendor's certification. The review, conducted by the Vendor in the presence of the Project Director, must consist of, but is not limited to, the following:

- i) Review of installed inventory
- ii) Review of application of City property control number
- iii) Review of field test records
- iv) Review of application test records
- v) Review of personnel training record

The review must show complete compliance with the specifications before the performance test will begin.

At the satisfactory completion of the review, the Project Director will certify that all elements including documentation and training have been delivered or installed. A short list of minor items which are found to be missing, inoperable or unacceptable may be prepared by the Project Director.

Review certification will not be issued if the list is unduly long or if any item is deemed by the City to be service affecting. The Project Director will decide whether to certify the review.

-Performance Test

The Vendor, in consultation with and with the approval of the Project Director, shall prepare a plan that will fully test whether the System meets the functional and performance specifications.

The Vendor will operate the System during the performance test with the City personnel recording the results. At the satisfactory completion of the performance test, the Project Director will certify that the Network met the functional and performance criteria of the specifications during the performance test, and that the reliability test may commence. A short list of minor items which are found to be missing, inoperable, or unacceptable may be prepared by the Project Director. Performance certification will not be issued if the list is unduly long or if any item is deemed by the City to be service affecting. The Project Director will decide whether to certify the performance test.

- **Reliability test**  
When the performance test has been successfully completed and certified, the System will be placed into operational use and the Project Director will authorize the Vendor to begin the reliability test. The Vendor, in consultation with and with the approval of the Project Director, shall prepare a reliability test plan that will fully test whether the System meets the functional and performance criteria specified and that will demonstrate that the System can perform acceptably, 24 hours a day, for at least ten (10) consecutive days. If a major failure occurs at any time during the reliability test period, the test shall be terminated, the appropriate repairs or replacements completed, and the reliability test period started over.
- **Final acceptance**  
The Project Director will evaluate all reliability test results and prepare a Final Acceptance decision letter within five (5) working days after successful completion of the reliability test. The decision may be to accept or not accept. The decision will be to accept unless there is an extensive list of minor items that need correction or if any item is deemed by the City to be service affecting. An acceptance letter may be accompanied with a short list of minor items that must be satisfactorily completed within a specified time period acceptable to the City. A decision to not accept will be followed by a letter to the Vendor setting forth the reasons for the non-acceptance. When corrections are made, the Vendor shall deliver a letter explaining the corrections and a statement that the Network is ready for retesting. A subsequent ten (10) day reliability test may be started or the specification may be waived by the Project Director.



### 3.12 Documentation

The Vendor shall provide with the proposal a list of documentation to be delivered to the City.

### 3.13 Training

The project plan must include a local training plan which addresses, at a minimum, the following needs:

- System Administrator Training (up to three trainees)
- End User trainer training (Up to 10 trainees)

### 3.14 Warranties

The System must be warranted by the Vendor to be free of defects in software, hardware, materials and workmanship for a period of three (3) years following Final Acceptance by the City.

During the warranty period, the Vendor must replace or repair any defective items at no cost to the City. The Vendor also must provide all maintenance during the warranty period at no additional cost to the City.

Vendors must include this warranty in their proposals, and must describe how repairs and service will be provided during the warranty period. The following specific areas must be addressed

- The number of qualified service personnel who can meet the response time as follows:

Total failure :	15 minutes or less
Major failure:	4 hours or less
Minor failure:	8 hours or less during normal business hours
- Preventive maintenance - as scheduled by City

A total failure is a condition which renders the System unusable; a major failure is a condition that 10% of the System is rendered unusable; a minor failure is any other failure of the System

- Adequate spare parts must be stocked in the Seattle area to ensure rapid restoration of service in the event of a failure.
- Trouble logs must be maintained by the Vendor and made available to the City.
- The Vendor must have a procedure for calling in manufacturer's technicians to provide technical assistance, and must describe this procedure

### 3.15 Post Warranty Maintenance

The City may maintain the System after the warranty period or may contract with the successful Vendor to provide post warranty maintenance. The Vendor must commit to maintain the System for five (5) years after the warranty period. Price commitments must be included in the Financial Proposal.

The City will consider two options for Vendor provided post warranty services.

- Full maintenance services by the Vendor at a guaranteed maximum annual cost to the City. This includes maintenance service for all equipment and software, and includes, but is not limited to, spare parts, materials, labor, software, testing equipment, tools, etc., necessary to fully support the Network.
- On-call maintenance services from the Vendor, with City payments based on time and materials. Under this option, the City will maintain the Network after the warranty period with the Vendor providing services as required by the City. This option includes maintenance services for all equipment and software.

In the Financial Proposal, the Vendor must list all parts and diagnostic equipment that the City should have on-site to maintain Network.

The Vendor must commit to 24 hours spare parts delivery. The Vendor must also commit to a telephone consulting service, seven days a week, 24 hours a day (equipment and software consultation and troubleshooting).

## 4. Interlocal Purchase Agreements

This Section is for informational purposes and will not be part of the City's evaluation.

The City of Seattle has entered into Interlocal Purchase Agreements with other governmental agencies pursuant to RCW 39.34. State whether your firm agrees to sell additional items at the bid price, terms and conditions to other governmental agencies. The City of Seattle accepts no responsibility for the payment of the purchase price by other governmental agencies.

RFP – DIT-2996  
Port Security Video Surveillance System With Wireless Mesh Network  
Management Specifications and Proposal Instructions